

Bookings Interns

Job description

Uniplaces is looking for fluent English speakers (additional languages are highly valued) who want to have a true impact during the booking process. Join us in our headquarters in Lisbon and help other students just like you in making sure one of the most important steps in their lives goes smoothly — moving to another city to study abroad.

On top of that, you will also receive meal vouchers and personal allowance to help you live an amazing experience with some extra income.

Join us and access the same cool office perks that any Uniplacer has access to, from fresh fruit to free hot drinks, massages, in-house gym, and much more.

Come to Lisbon and enjoy:



Personal Allowance
You will have an internship allowance to help with your personal expenses



Meal Voucher
You will receive a meal voucher to cover your food expenses



Learning & training
Access to masterclasses, speaker series, operations training + business exposure

What can you expect from this experience?

A lot of your day will be spent dealing with requests and inquiries from students from all over the world who are going to study to another country, as well as supporting them in finding their new home abroad. To be able to thrive in a startup environment, you have to be the type of person who feels comfortable going up to someone and communicating face to face, over the phone or in writing, and you get a thrill out of creative problem-solving!

What will your mission be?

- Support students throughout their booking experience by helping and inspiring them to find the right place for them on Uniplaces;
- Liaise with other teams to come up with solutions, and to identify and escalate priority issues in order to avoid customer and operational impact;
- Find a place for students who had their original booking cancelled;
- Communicate with landlords to review their availabilities in order to support the entire booking process;
- Be supportive and helpful to students around the world, and prepare them for the best time of their life;
- Understand seasonal trends and work within them to ensure maximum occupancy;

- Write daily reports on your activity and be accountable for your contribution to the team's effort.

Requirements

What is the profile we are looking for?

- Fluent in English (other languages are a plus);
- Academic, professional or personal experience for at least 6 months in Portugal;
- Enrolled in university or recently graduated;
- International-minded and able to cope with spending some time working alongside talented people from 16 different nationalities;
- Available to relocate to Lisbon;
- A mix between an easy-going-communicative-proactive-dynamic-funky-positive person who is not afraid to jump into this amazing environment!
- We also expect you to be flexible and have an eagerness to learn, since it's the greatest recipe to thrive in a startup environment.